

## **FINANTA's CFO Job Description**

FINANTA is currently accepting resumes for its CFO position until **January 15, 2013**.

### **ABOUT FINANTA:**

FINANTA is a non-profit Community Development Financial Institution (CDFI) in Philadelphia, PA that provides business loans and technical assistance, mortgage counseling and first-time home mortgages, and credit-building or –repair services to city residents. By complementing access to capital with personalized technical assistance, FINANTA has distinguished itself as one of the region's top micro and small business lenders. We custom tailor our expertise to meet the needs of each individual client in a way that is uniquely conscious of the cultural, social, and lingual barriers facing the growing immigrant and minority populations in Philadelphia. Founded in 1996, FINANTA has loaned over \$35 million to over 400 businesses and first-time homebuyers, helping to create and retain over 1,200 jobs and support 21 families in purchasing a home.

### **I. CFO RESPONSIBILITIES:**

#### a) Accounting:

Manage and perform all accounting functions, including, but not limited to, payroll, invoicing, accounts receivable/payable tracking, costs allocation according to grant/contracts, banking and accounts reconciliation, entering all accounting data in Peachtree, preparing monthly financial statements and pertaining notes, purchases and inventory, annual budgeting, revenue/expense forecasting, cash flow administration, preparation for annual audit, reporting for vendor taxes yearly and grant/contracts as required, obtaining and maintaining adequate insurance coverage for all organization functions and components, and obtaining copies of certificates of renters' insurance from tenants.

#### b) Lending & Loan Portfolio:

Manage and perform all accounting for loan servicing, internal auditing of lending functions for compliance with corporate policy, and loan portfolio risk and collections.

#### c) Reporting & Contract Compliance:

Comply with FINANTA contract, loan and investment requirements, including timely reporting for each funding source.

#### d) Fundraising:

Manage and perform all revenue and expense forecasting for proposals/contracts, including drafting budgets and pertaining justifications.

#### e) Board & Committee Work:

Manage and perform all financial reporting for Board, including coordinating all activities for the Finance Committee. Report on portfolio risk to Credit Committee.

#### f) Staff:

Serve as a business partner to the president on the organization's financial, budgeting and administrative processes—including payroll, benefits, and timesheet controls continuously developing and improving systems. Train and manage staff assigned to support the CFO, such training to include familiarity with financial and accounting systems, and performing bookkeeping functions. Enroll new staff in organization's benefit plans and coordinate yearly plan renewals with the president.

#### g) Research:

Perform analysis of financial impact on the overall organization finances for new project/program development and implementation.

#### h) Business Technical Assistance:

Present the essentials of bookkeeping and financial statements for the organization's technical assistance workshops. Coordinate individual bookkeeping technical assistance with lenders.

#### i) Information controls:

Manage all input of accounting/portfolio information into organization's database, and report on accuracy of controls, performance and measurement indicators.

#### j) Qualifications:

The CFO will have at least five years of professional experience, including managing the finances and administration of non-profits or similar entities, and experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization; and a Bachelor's degree in Business, Management, Finance or similar field.

The CFO will need:

1. Good people skills with experience collaborating in a multi-disciplinary, diverse, and dynamic team;
2. demonstrated experience in financial management and accounting, auditing processes and compliance, budgeting and forecasting;
3. demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems;
4. proven effectiveness leading professionals in finance and accounting;
5. technological expertise and having worked with IT staff developing and implementing new processes and systems;
6. increasing efficiency in a demanding/fast-moving environment;
7. being flexible and a self-starter;
8. multi-tasking and being highly detail-oriented; and
9. personal qualities of integrity, credibility, and commitment to the organization.

k) Other:

- Attend conference and workshops as required by funders or when deemed beneficial for the organization.
- Tend to evening and weekend work as needed in order to meet deadlines.
- Work with and support staff on all accounting reports they need in order to meet their requirements.
- Participate in staff group meetings and provide input pertaining to the financial impact of program implementation.
- Provide direction on compliance with funding source requirements.
- Work with president, board chair and treasurer as necessary under strict financial accuracy and transparency.
- Report on any and all financial irregularities or improprieties by board and/or staff, including, but not limited to conflict of interests.
- Pay attention to detail.

**II. JOB BENEFITS:** Good Job Benefits & PTO

**III. PROBATIONARY PERIOD:** 6 Months

**IV. SALARY:** Based on Experience

**V. POSITION AVAILABLE:** Immediately

**VI. HOW TO APPLY:** Interested candidates are invited to submit a cover letter and resume to:

Luis Mora, President

[LuisMora@finanta.org](mailto:LuisMora@finanta.org)

1301 N. 2<sup>nd</sup> Street, Philadelphia, PA 19122